

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2020-39**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Social Services Specialist II</b>
<b>OPENING DATE:</b>	<b>June 12, 2020</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Community Health &amp; Wellness / Social Services</b>
<b>SALARY RANGE:</b>	<b>NE-13; \$40,706 - \$61,069</b>

**Position Summary:**

Under general direction of the Social Services Program Manager, provides a variety of child protective, elderly, and family services. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Screens each referral involving abuse, neglect, or endangerment; determines the urgency and risk level.
- Investigates reports alleging abuse or neglect in conjunction with law enforcement; interviews individuals to collect evidence of abuse or neglect.
- Conducts comprehensive risk assessments to determine level of risk to children alleged to be abused or neglected.
- Determines appropriate action to ensure safety of individual(s); identifies and prioritizes needs; establishes treatment goals and/or service plans; creates an action plan to achieve goals and provides resources to individuals.
- Provides preventive or restorative services; arranges client appointments; provides resources and refers client to other service providers as needed
- Arranges for out-of-home placement, or temporary placement of clients.
- Obtains psychological, school, medical, behavioral, and other pertinent information to develop initial treatment/service plan.
- Supervises visits between individuals; monitors individual's progress in out-of-home placement.
- Observes and evaluates home conditions; assesses problems and needs of families where children have been removed from home; prepares treatment/service agreements outlining conduct and involvement expected of parents for reunification; develops reunification plans as appropriate. Conducts regular home visits to assess client progress and adherence to treatment/service plans.
- Monitors, advises and assists individuals and families to reconcile relationships.
- Evaluates foster home applicants; interviews families and references; observes and evaluates home conditions; assesses for further action/approval; follows up with home visits to approved families.
- Prepares home study narratives and other supporting documentation to determine certification of foster care homes.
- Develops permanent placement plans for children in substitute care, including adoption.
- Addresses complaints and concerns of foster parents regarding children in their care.
- Coordinates review of cases and determines staffing to ensure cases are addressed in accordance with established guidelines.
- Makes recommendations; prepares written case status summaries, documents client activities, and case narratives for the courts and for the case files of clients.
- Provides documentation to attorneys for presentation to applicable courts for judicial reviews.
- Develops and maintains comprehensive files on clients/caseload.
- Assists Social Services Program Manager in determining staffing needs, assures appropriate staff training and competencies.
- Maintains professional knowledge by conducting research, attending relevant workshops and conferences. Establishes network with like programs.
- Attends client case staffing.
- Is on-call for emergencies based on a monthly rotational schedule.
- Obtains CPR and First Aid Certifications within three months of hire; maintains certifications throughout employment.
- Contributes to a team effort and makes individual effort to support Workforce Excellence concepts and values.
- Performs other duties as required.

**Minimum Qualifications:**

Licensed Bachelor of Social Work (LBSW) credentials required or eligible for licensure by reciprocity. Five (5) years of experience in the field of social services, social work or closely related field required. Must meet standards of character mandated by PL 101-630 (Title 25, Chapter 34, § 3207), Indian Child Protection and Family Violence Prevention Act. Licensed Master of Social Work (LMSW) credentials or eligibility for licensure preferred. CPR and First Aid Certifications preferred; must obtain within three (3) months of hire. Must meet standards of character mandated by PL 101-630 (Title 25, Chapter 34, § 3207), Indian Child Protection and Family Violence Prevention Act. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Social Services Specialist II is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements, including the Laguna Children's Code, Pueblo of Laguna Constitution, Laguna Criminal Code, and the Pueblo's judicial system.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Knowledge of records management procedures.
- Ability to effectively communicate, both verbally and in writing. Fluency in the Laguna language highly preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with clients.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work extended hours, various work schedules, and on a rotational 24-hour on-call basis.
- Ability to make solid decisions and exercise independent judgment; make effective decisions in emergency situations.
- Ability to analyze situations and adopt appropriate courses of action; define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate and legible reports and draft legal memoranda; present detailed, accurate, and objective oral presentations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Skill in conducting interviews with empathy and enthusiasm.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**